



2021 ANNUAL REPORT

ST. JAMES'S EPISCOPAL CHURCH
1018 Farmington Avenue
West Hartford, Connecticut 06107

*The Annual Meeting of Saint James's Parish
will be held on Sunday, January 23, 2022
at 11:00am*

Published January 2022

Table of Contents

Agenda for the Annual Parish Meeting	3
Minutes from the 2021 Annual Parish Meeting	4
Letter from the Rector	8
Report from the Senior Warden	9
Report from the Junior Warden	10

Staff Reports

Report from the Lay-Curate	11
Report from the Director of Youth and Family Ministries	12

Committee and Program Reports

Report from the Altar Flower Coordinator	13
Report from Education for Ministry	13
Report from Endowment Committee	14
Report from the Memorial Garden Committee	15
Report from the Outreach/Mission Committee	15
Report from the Stewardship Committee	17
Report from the Vegetable Garden Committee	18
Report from the Women of St. James's	18
Report from the Treasurer	19

Financial Reports

Year End Financial Reports from the Treasurer	20
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Agenda

The Annual Parish Meeting
Saint James's Episcopal Church
West Hartford, Connecticut
January 23, 2022
11:00 a.m.

Welcome and Call to Order	The Rev. Robert C. Hooper III, Rector
Reading of the Warrant	Claire Burnett
Reading of the Minutes of the Last Meeting	
The Report of the Nominating Committee and the Election of Wardens, Clerk, Treasurer, Vestry members, and Diocesan Delegates	
The Senior Warden's Report	Claire Burnett
The Junior Warden's Report	David Dynowski
Report from Finance Committee	Harry Meyer and Mike Sherrill
Other Reports, as Distributed	
Old Business	
New Business	
Conversation with the Rector	
Others Matters Arising	
Adjournment	

**The Annual Parish Meeting
Saint James's Episcopal Church
West Hartford, Connecticut
January 24, 2021
11:00 a.m.**

Welcome and call to order by the Rev. Bob Hooper.

Tim O'Leary offered the opening prayer.

Warrant read by Claire Burnett.

Bob offered some Zoom guidance. Meeting is recorded for purposes of minute creation, and thereafter, the recording will be deleted.

Vestry nominations:

Sr. Warden: Claire Burnett

Jr. Warden: David Dynowksi

Clerk: Kerri Raissian

Treasurer: Harry Meyer

Diocesan Delegates are junior and senior warden

Three-year term nominations: Adam Fisher, Jessica Henning, Jonathan Lewis, Debra Morton

One-year term nomination: Douglass Compton

Motion to accept the 2021 new Vestry members as presented: unanimously approved

Bob gave thanks to those rotating off or leaving Vestry (Bruce Adams, Jane Good, Amy Messinger, Thomas Rouse, and Judith Stahl), and he offered thanks for those beginning their service.

Presentation of the 2020 minutes and motion to accept: unanimously approved

Claire Burnett presented the Senior Warden's Report. It was a year like no other. We lost several members of our community, and we were unable to gather to mourn them. And in general, we have been unable to gather as a community. But we have found ways to carry through. We were able to celebrate "Fall Fest To-Go" (thanks to Loretta for coming up with the idea), and soon we will have our annual Chili Night with added Zoom Trivia Night. We raised funds through our Christmas tree sale, which brought a feeling of normalcy. We welcomed our new Assistant Tim O'Leary (whose ordination is on Thursday at 6:30pm).

We celebrate the resiliency of this community, and give a special thanks to Bob, Priscilla, Vaughn, and Tim. They managed to equip us with new technology, and Priscilla has engaged the KFC group in a number of ways (including weekly book readings). Vaughn established a new hand bell choir – so that we can make music in a safe way. Our outreach and food ministries have continued, and Bob developed the St. James's Cares ministry. Jane Good has also worked in stocking stuffers and angel tree ministries.

The Moving Forward Taskforce was established and sought to procure supplies and strategies to promote safe worship in a time of COVID. Members helped to make over 300 masks for

parishioners and to obtain a PPP loan to secure our financial viability. Claire reminded the parish of the ongoing stewardship drive and thanked the community for their support in 2020. She expressed optimism for 2021.

David Dynowski offered the Jr. Warden's Report: The facilities update is in the Annual Report. Overall, the facilities are in good condition, but 2020 was a year like no other. All of us endured challenges, some endured unimaginable losses. But despite this, St. James's continues, and much of that is due to Cheryl, Leon, Priscilla, and Heidi. Priscilla has kept the Rector sane! Vaughn has gone above and beyond with livestreaming and continues to think outside the box for the adults and children. David offered thanks for Tim and Bob. David acknowledged Bob's 25th year of ordination, and he noted that together we will move forward.

Harry Meyer presented the Treasurer's Report. Harry opened by reminding us that we adopted an Operating Budget before the pandemic, which has strained our finances considerably. Our total income was approximately \$57,000 less than we budgeted. The income loss was primarily due to no in-person services and limits on the size of group gatherings. These restrictions decreased our regular plate offerings, but we also did not have plate offerings for Christmas or Easter. We also had reduced fundraising capacity overall.

Our expenses were also \$25,000 less than budget. The lower than expected expense offset loss of income, and we only fell short \$31,000 (or 3.9% of the total budget). We kept our full staff and maintained our buildings – so property, personnel, and outreach were all at their budgeted levels. Our cash position was aided by the PPP loan (a special thanks to Tom Rouse for helping to prepare the loan application). This income was not included in our budget. The loan is forgivable assuming we meet certain requirements, and we believe we have done so. We will apply for loan forgiveness when the lender opens up the forgiveness portal.

We have received the results from our Audit. It was qualified, as it was in previous years. The New England Guild – the investment manager of our endowment – reports that our endowment saw a 14.2% return in 2020 and is valued at over \$3 million.

The Capital Campaign – a 3 year campaign – finished mid-2020. We have received about 97% of the pledges, which means about \$34,000 remains outstanding. The endowment loan of \$600,000 (which supplemented the funds raised by the capital campaign) has been paid down substantially. The balance of that loan is approximately \$194,000.

Harry gave a special acknowledgement to Mike Sherrill for his help in putting together the budget and his work to keep track of incoming pledges for the stewardship campaign. Harry also thanked the folks who count money on a regular basis as it comes in.

There were questions for Harry during his presentation. They were:

1. If there is only \$34,000 outstanding on the Capital Campaign, then why do we have \$194,000 outstanding due to our endowment?

Harry explained that the money for improvements came from both the Capital Campaign, and a loan to ourselves, which came from the endowment. Harry also explained that we budget an amount each year to pay down that gap over a period of 10 years. We are on track to pay back our endowment loan within the original timeframe.

2. Where did the money for installing the system for internet come from?

Bob and Harry answered that a good portion came from major maintenance plan. The total cost was probably about \$20,000. This investment was well worth it, and we will continue to livestream even once we are back in the sanctuary. It will provide a nice option for people who want to worship without actually coming to church. Vaughn also announced that simulcasting is in the works, and it should be operational either next week or the following. (Thanks, Vaughn!)

Presentation of all reports and motion to accept: approved.

Old Business: None

New Business.

1. New Business will be addressed with a Rector's Conversations. Bob opened the floor for additions. None were added.

Bob Hooper offered his address: It's been a strange year. There are no good adjectives or words, but it's also been heartening the way people have adapted. The evolution of services is remarkable, and it terrific to see how attendance is growing. Thinking back to roughly Easter, and we hadn't thought of how we'd do services because we hadn't thought this pandemic would last so long. But the Moving Forward Committee has helped to continuously update plans and ideas to keep us connected. Thank you for your patience. The creativity of everyone has been amazing.

For programs, we've done a lot to keep things going. A special thanks to Priscilla, Vaughn, and Tim – who has the perfect temperament for becoming a new assistant in this environment. Tim seems unflappable. Vaughn has done amazing work with choir, but also with production with indoor Sunday morning worship. This is really remarkable, and he has truly gone above and beyond.

Tim's ordination to priesthood is this Thursday. An invite is out, but it will go out again, and it will have the links for attendance!

Outreach has been expanded to further address pandemic related needs. Our relationship with The Hartford Catholic Worker has also evolved. As of yesterday, we've provided 2,500 individuals meals since end of August 2020. Thanks for everyone's financial support. We are adding supplemental food bags every other week. We know that families with financial insecurity have been hardest hit by pandemic: they were struggling before, but they are really struggling now. We received a great thank you card from The Hartford Catholic Worker from a young girl thanking us and all of you (this parish).

Thanks to staff and vestry leadership. Everyone has risen to the occasion to fill in gaps and to just get it done. We have some remarkable folks in this congregation: folks that just get things done. It's my favorite thing about St. James's.

It's hard to know what's next... but we will continue to move forward. Our plan is to move back outside once weather improves. We will weigh potential of both streaming indoor and conducting outside services. Thank you for supporting each other.

Other Matters Arising:

1. Loretta remarked that today's lesson and gospel are very timely. Bob talked about community and incarnation. Being together... apart.
2. Claire reminded everyone to register for the "Chili and Trivia Night," which will be on 2/12.
3. Bob Hoffman spoke about the men's discussion group. These men have been able to meet and continue their fellowship through technology. It's an open group.
4. Judith Stahl praised Priscilla for her work with the Sunday school program. Judith asked if it had gotten bigger? Priscilla remarked that they had 6 kids this morning, but that the size has fluctuated between 3 to 45 kids.
5. Christine Pina asked about the status of the budget and potential shortfall. Bob remarked that the Vestry will approve the budget, and right now we are short of what we need in pledge revenue to produce our typical budget. Due to uncertainties, it will be hard to know the exact shortfall, but Mike Sherrill has a draft budget. There are about 30 pledgers that we haven't heard from. There will be an Annual Rector's appeal. Bob's biggest concern in crafting the budget is that we don't have much discretionary room in our budget. Most expenses are staffing and outreach.

No further questions were asked by the parish.

Bob adjourned the meeting.

Respectfully submitted by,
Kerri Raissian, Clerk

A Letter from the Rector **The Rev. Robert C. Hooper, III**

January 23, 2022
Annual Parish Meeting

Dear Parishioners and Friends of St. James's,

HAPPY New Year! Well, that was interesting. If you are anything like me, I am sure you thought 2021 was going to be a lot easier than it was. Yes, most of us adults and many, many children have now been vaccinated against COVID-19, giving us an opportunity to catch our breath, if just a little bit. Life at St. James's has begun to look a little bit more familiar, as we lean into a new sort of normal. Of course, with this new strain of COVID, we continue to be cautious but have come to the realization that we can do that and get back to many of the things that are important to us, such as worshipping together with music both in person and online, being with friends, having youth events, coffee hour, and once again more hands on outreach. It is my sincerest hope that 2022 will see us being able to relax even that much more and participate more fully in our own lives and the life of the church.

That is enough COVID talk for now. On a more positive note, 2021 did bring us many new families and individuals to the church—some new babies, including Priscilla's and my first grandchild, Millie, and new and thoughtful ways to share worship and many other aspects of the life of the church. It is my full intention and hope that 2022 will allow us to continue to reinvent how we do things as a faith community that will allow us to embrace the Good News even more fully. Speaking of good news, within the next few weeks, I will be announcing with great excitement the hiring of a new Organist and Choirmaster—stay tuned.

The beginning of a new year is always an interesting time. For many, it is a time of recognizing loss and regrets of things past, while for others it is an exciting time to move on and see what is next. For me this year, it is kind of both. We mourn the loss of several faithful parishioners and friends, and I regret any decisions made during the past year as we addressed the pandemic that may have felt either tone deaf or may have alienated some folks. That said, I am very proud of how our community has rallied in so many ways in both faithfulness and generosity.

In this new year, let us all commit to doing whatever we can to continue to support those who need our support emotionally, spiritually, and physically. Let us also continue to be there for each other as we navigate the coming months in our own and very personal ways. This can only be done when we understand that every one of us, young and old, processes what is going on around us differently. Most importantly, we need to recognize that we are all the beloved children of God and vital to the mission and ministry of God at St. James's.

With my deepest gratitude,



The Rev'd Robert C. Hooper, III
Rector

Report from the Senior Warden

AS I signoff as senior warden one last time, I am struck by what remarkable times these have been for St. James's. My first year saw challenges as Bob Hooper headed off on sabbatical; year two saw the emergence of COVID and all that brought with it; and year three, COVID continued to rear its ugly head and we were faced with the resignations of Associate Rector, Tim O'Leary and the Organist/Choirmaster, Vaughn Mauren. Little did I know it would mean having to brush up on my conducting skills! That said, these three years have allowed me to gain a unique perspective on all things St. James's and for that I am truly grateful.

As I prepare to hand over the reins to Ted Newton's very capable hands, I do so with the knowledge that this parish has continued to thrive given the challenges it has faced. Our rector of 19 years, Bob Hooper, continues to lead with wisdom, joy, and inspiration. He was joined this fall by our smart, witty, and energetic Interim Associate, Jonathan Smith. We have welcomed several new families during this pandemic, many of whom have jumped into our community with enthusiasm and a giving spirit. We have said a sad but fond farewell to some of our most beloved members who have passed or moved away. The choir has once again graced us with vocal music and the joy of being able to sing together again. Our children continue to return and thrive under Priscilla's loving tutelage. The outreach programs continue to serve those in need during these most difficult times. We are blessed with a dedicated and talented tech crew that records our services for those unable to attend in person. Our building is once again generating much needed income from the numerous groups that use it throughout the year. We are on track to end the year with a positive variance due to lower than expected expenses. We pray that this year's pledges will continue to come in at a steady pace so that we can continue our mission in the coming year.

It has been my great honor to serve alongside Bob, Tim, and Jonathan and the wonderful and hardworking executive committee of David Dynowski, Kerry Raissian, and Harry Meyer. They have all dedicated untold hours to their positions and for that we should all be so very grateful! I would also like to thank our retiring vestry members, Doug Compton, Greg Jacobs, and Chris Keesling, for their service to the parish these last three years; their gifts of talent and time have been given with great thought and spirit. May God continue to bless this parish as it continues to weather this terrible pandemic. We look forward with hope and anticipation that we will move beyond it in the year ahead.

Claire Burnett, *Senior Warden*

Report from the Junior Warden

2021 was a year of transition back to in person services and activities throughout our buildings. The plan prepared by the St. James's Moving Forward Task Force was implemented and continues to be followed and adjusted for the changing COVID conditions. Hand sanitizer stations and social distancing signage have been installed throughout the facility and cleaning protocols per CDC guidelines continue to be followed as conditions require. Thank you to our Sexton, Leon Fraser, for all of the great work he does every day to maintain our church during these challenging times of ever changing health and safety guidelines.

Spring and fall clean ups were done and well attended. Thank you to everyone who helped! It takes a lot of work to keep the plantings around the church looking beautiful. Thank you to everyone who helped pull weeds this year. To have a landscaper perform the weeding would be very expensive and our staffing level doesn't allow for this work to be accomplished by our paid staff. Any time you can contribute during the growing season to help maintain the mulch beds around the property is greatly appreciated.

Our facilities continue to be in great condition, however the aging HVAC (heating/ventilation/air conditioning) systems needed routine maintenance and we still need to invest in additional fire code upgrades. This work had to be put on hold again in 2021 due to the continued budget uncertainty.

Dave Thomas, our Volunteer Building Manager and previous Junior Warden, passed away this year. While Dave may not have been performing heavy labor around the buildings in the past few years, he has been a steady guide and counsel in the keeping of our home here at St. James's, and he is deeply missed. Godspeed my friend on your well-earned rest.

Finally, this is my last annual report as Junior Warden. It has been an honor to serve this community since 2014 in this capacity. Thank you for the faith you have placed in me and for giving me the opportunity to serve. God bless each of you.

David Dynowski, *Junior Warden*

Report from the Lay-Curate

Dear Friends,

SINCE starting in this role in September, I have had the great joy of being able to devote a significant amount of time to pastoral care. This is a passion of mine, and I see it as the cornerstone of my ministry. Covid has created both unique challenges and opportunities for tending to pastoral care needs of the congregation. I've been able to regularly visit assisted living communities, where the ministerial needs are as significant as they have ever been. At the same time, the pandemic has limited the opportunity for regular pastoral care in other healthcare settings. I anticipate this will improve in 2022.

Being able to use some of my secular professional skills to assist with the creation of stewardship materials and the parish life survey was rewarding. Bob and I have identified areas where I will be able to contribute more of those skills as we discern what the 'new normal' looks like for St. James's.

Learning the ins-and-outs of parish life is one of my primary goals for my lay-curacy, and I am most satisfied with the mentorship and learning opportunities I've experienced so far. St. James's has a 'deep bench' of priestly wisdom, and I feel so blessed to be able to grow in my formation in so many critical areas: preaching, liturgics, worship planning — and so many more. The Wednesday morning Holy Eucharist has become an especially meaningful ministry for me.

While I have not been at St. James's very long, I have learned and grown in so many important ways here. It's hard to imagine a more welcoming, Christ-centered parish than St. James's.

Mr. Jonathan R. Smith, *Lay-Curate*

Report from the Director of Youth and Family Ministries

AS we welcome 2022, there is much to be thankful for both at St. James's and at home. The Hoopers welcomed our newest family member, our granddaughter, Camilla Banks Hooper, daughter of Robby and Katy Hooper. Bob and I traveled to visit them in Wilmington, NC between Christmas and New Year's Day. As many have said before, no one can prepare you for the overwhelming love we feel for this precious new life! Thank you to all of you who have included the young Hoopers and the old Hoopers in your prayers. We truly appreciate it.

Earlier in 2021, Bob and I continued with the "Priscilla Reads" recording of books, recording 52 in all! These recordings are still available on the website if you are interested. Thanks, especially to Bob who honed his craft as videographer and editor over the year. It would have never happened without your amazing talents.

In September we continued the Popsicle Social tradition with a large turnout of young families. This has been one of the great ways we have safely gathered throughout the pandemic. In October, the middle school youth group gathered for a tour of the West Hartford Hauntings, put on by the Noah Webster House. This was another fun way to connect in a safe way.

As we begin the new year, I am extremely thankful for the three big Advent events we were able to pull off in 2021. On Thanksgiving weekend, we stuffed more stockings for a men's shelter this year than we ever have before. It was great that our High School Youth Council was involved in the organizing of the event. Back in September, we formed this new group to help us create successful events for the youth of the parish and they have been a great source of resources and energy. Thank you, council members for your dedication to this parish. There are so many things we couldn't do without you!

On December 2, the Nativity Walk was a huge success. Thank you to all who were involved—tour guides, scene coordinators and especially the children of this parish who brought the scenes to life! We had almost 40 kids involved in the walk and at least 120 people who attended. A special thank you to Kerri Raissian, Judith Stahl and my husband, Bob, who encouraged me to think outside the box this year! Thank you to Christine Waterman, who created a video recording of the event. The link to the recording is here: https://youtu.be/mqm_Jr8ppLc.

On Sunday, December 19, we had a successful evening of caroling around the Walden Street neighborhood. Every time I go caroling with people from St. James, I am struck by how much it means to the households we visit. People really enjoy being sung to! It was a really fun event with about 20 parishioners of all ages getting out and singing to families on Walden Street. After we sang, we enjoyed delicious hot cocoa and chocolate dipped pretzels provided by Martha Parish. Yum! Thank you to all who were involved.

All three of these are events that reach out to the greater community. Interestingly enough, our diocesan Bishops talk a lot about bringing Jesus to people where they are, out in the community. These three events are excellent examples of ways we are doing just that. I am proud to be a part of a parish that works hard to do just that!

As we look forward to the long winter months, I am sure we will continue to come up with new and innovative ways to bring Jesus into the greater community of West Hartford and beyond. I pray that with God's help we can continue in this important work!

Priscilla Hooper, *Director of Youth and Family Ministries*

Report from the Altar Flower Coordinator

THIS was a year like no other. Flowers were absent from our altars – main altar and chapel between March 2020 until just before Easter 2021 due to the COVID-19 pandemic.

After Easter 2021, when the weather became warmer, flowers were designed for outside worship. When services were brought inside, flowers were then provided throughout the summer months from my garden. I was amazed at the variety of flowers and flowering shrubs that dictated unusual shaped arrangements! By using only garden grown flowers, rather than wholesale stems and greens, we were able to save a small amount to the bottom line. I believe it was a good experiment and perhaps one we continue into this new year.



As you know, the line item for this expense account needs to be perpetually funded. Any amount is appreciated for a memorial or to commemorate a celebration such as the birth of a new grandchild, a birthday, christening or even an anniversary. Due to pandemic challenges, namely supply and distribution, prices have gone up considerably. Since we saved on using garden flowers this summer, the cost will increase slightly to \$70. Please contact Cheryl at any time to select a date and to make a donation.

This year's 'Golden-Rod Award' goes to two of our stand-out basses in the choir whom I like to refer to as the 'two Smiths'. Dale Smith and Bob Bausmith showed up during the Greening of the Church last month and decorated the most beautiful choir loft ever! Without the standard greens used, they created a balanced and colorful Christmas display of garland, bows and poinsettias. A sincere thank-you to both Dale and Bob!

Lastly, a heartfelt thanks to Father Bob, Jonathan Smith, our lay-curate, and Cheryl Batter our parish administrator for recognizing the impact and tradition of beautiful flowers on our altars. They encourage this ministry for us to experience the wonderment of God's natural world and to celebrate the liturgical seasons – even within the confines of a multi-year pandemic. Thank you all for donating in these challenging times.

Mary Ann Haar, *Floral Committee Chair*

Report from Education for Ministry

ST. JAMES'S has hosted an EfM group for well over 25 years. EfM is a four-year theological education and reflection program utilizing course materials from The University of the South School of Theology. Each group has a minimum of 6 and maximum of 12 students with one or two mentors.

Current members from St. James's are Loretta Waldman in Year One, Tom Rouse, Sue Powers in Year Three, Jonathan Lewis in Year Four. The group has other members from parishes in Newington and Wethersfield. Over the years St. James's graduates include Elizabeth Gallegos, Mike Shuey, Audrey Lamy, Tony and Kerri Raissian, Matt Schott, Hugh Whelan, the late Marge Cunningham, Cheri Evans, Elizabeth Gallegos, Bill Harris, the late Margaret Mair, Deborah and Eric Ross, Barbara Schiller, Syd Tansi, the late David Thomas, Trudy Thompson, John Wadsworth, Elizabeth Waterman, and Ron Ward, among others. For more information contact: Ron Ward, EfM mentor, 860-463 8057, or rtwtmr@comcast.net.

Ron Ward, *Mentor and Administrator*

Report from the Endowment Committee

THE St. James's Endowment Fund is comprised of all bequests to the Church and any gifts that are specified for the Fund. These gifts are meaningful and fulfilling because they continue to work year after year, generating income and capital appreciation that can be applied to our annual budget and work of the Church. Significantly, this support will grow and continue in the years to come. Thus, gifts to the Fund are truly a form of "perpetual stewardship."

Each year, per church bylaws, a certain portion of the Fund's income is transferred to the church's Operating Fund to assist with on-going parish expenses. In the last few years, the transfer amount has gradually increased. In 2021, the transfer from the endowment fund to the operating fund was \$165,850, an increase of \$34,650 over the amount of the 2020 transfer. Also, in 2017, the Fund provided a \$600,000 loan to the church to help cover some of the costs for projects related to the St. James's 2020 Envision Our Future capital improvement campaign. All but \$107,000 and related interest has been paid back to the Fund.

The Endowment Committee, which oversees the Fund, meets quarterly to discuss the overall investment environment, compare the Fund's return to the market's performance and assess the adequacy of the Fund's debt and equity portfolio allocation. Members of the Committee are Peter Krzyzek, Mike Sherrill, Dick Wenner, Alex Smith, Harry Meyer, and me. Each member brings his own research, insights and/or experience to the table to help direct the Committee's work, but we do not pick or trade specific stocks or other securities for the Fund.

Investment decisions are instead handled by New England Guild Wealth Advisors, the Fund's investment manager, who began managing the Fund on November 30, 2012. Since that date through September 30, 2021 (our most recent reporting period), the Fund's annualized return has been 8.6%. For the one year period ending September 30, the Fund experienced a return of 22.2%. Importantly, the Fund is diversified across various equity and fixed income categories. This helps mitigate the impact that market volatility has on the Fund.

Please direct any questions you may have about the Fund or the Committee's work to me or any member of the Committee.

Ted Newton, *Chairman*

Report from the Memorial Garden Committee

WARMER weather in the spring and summer brought down the COVID numbers and allowed our wonderful volunteers to resume their important ministry of maintaining this sacred and beautiful space. This year it was the scene of several christenings and interment for some of our most beloved parishioners. With the addition of a few new azaleas to replace ones that were losing their luster, the garden once again looked beautiful throughout the growing season and beyond. An unfortunate Volutella Blight has taken hold of the pachysandra plantings surrounding the Stewartia trees due to the hot humid weather. An attempt to transplant some donated replacements failed to take hold; undaunted we will try again next year!

Work on the garden starts in April and ends in November with garden cleanup. In between there is weeding, pruning, and planting of summer annuals. This year our team of talented gardeners consisted of Diane Duva, Judith Hock, Chuck Kinney, Diane Mack, Priscilla Thomas, and Loretta Waldman. I am extremely grateful for the help of this dedicated team. We will always welcome additional volunteers both for the opening and closing of the garden as well as to maintain it throughout the growing season. I am happy to speak with you about the garden and will provide training on pruning and identification of weeds and invasives. If you are interested in helping, kindly email me at claireburnett@comcast.net.

Claire Burnett, *Coordinator*

Report from the Outreach Committee

THE activities of the stand-alone committee formerly known as "Outreach," are now included as part of the new "Mission Committee." Monthly projects and results are reported in the newsletter and the Sunday bulletin under the "Mission" heading.

In 2021, the ongoing Outreach projects listed below experienced relatively few changes. Emphasis was directed toward maintaining commitments to agencies that provide critical services such as food and housing, and that have long-standing connections to St. James's parish.

During this past year, we were able to continue our previous level of support for the feeding programs that depend upon St. James's for assistance. This was possible through outreach funds as well as generous donations from parishioners who stepped forward to help fill in the gaps. In order to maintain our pantry at the present level, we need individuals who are willing to commit themselves to either purchasing nonperishable food items or providing funds on a one-time or monthly basis. Each option affords another opportunity to offer time or give funds to purchase food to feed our hungry neighbors.

In 2020 we began a new mission program entitled "**St. James's Cares.**" For years St. James's has been one of the main sources of nonperishable foods for The Hartford Catholic Worker's food pantry. In August of 2020, because of COVID-19, The HCW had to close its doors to the many folks who rely on them as a source for food. Because neither The HCW or we could turn our backs on the needs of families in their neighborhood, they asked if we would be willing to provide meals they could deliver on a weekly basis. Through the overwhelming support of so many members of St. James's, we provided meals to 28 households for 4 people every Monday (more accurately it is 24 households as 4 receive double due to family size) until the end of May 2021 when we transitioned to the current HCW Food Bag Program. Here is the math: we prepared our first meal on August 31, 2020, and as of May 2021 we have made 1,178 meals for 4 totaling 4,712 individual meals which fed mostly children.

The Hartford Catholic Worker Food Bag Program: In partnership with Hartford Catholic Worker, St. James's has been donating 30 bags of food every two weeks. Bags of food were established during the pandemic for safer food delivery to families. Each bag includes pasta, sauce, 2 cans of tuna, mayo, peanut butter, jelly, soup, and beans. These food bags are then distributed to families living in the Clarke Street neighborhood in Hartford.

The Stocking Stuffer Mission continued in eliminating the tradition of stuffing socks with toiletries, and instead filling small white bags with toiletries and socks. Using an Amazon Wish List and monetary donations for a contactless mission, we stuffed 156 bags with 1 pair of warm socks, soap, shampoo, conditioner, razor, shaving cream, hand lotion, chapstick, comb, toothbrush, toothpaste, and nail clippers. The bags were delivered to The Open Hearth and The Steward B. McKinney Emergency Shelter before Christmas.

The following is a list of the ongoing mission activities to which St. James's members contributed in 2021.

The Two Hundred Identical Sandwiches (THIS) program: In 2021 as in 2020 we continued our sandwich making ministry that provides take-home sandwiches for the clients of Loaves and Fishes after they have enjoyed a hot meal. This ministry has been a vital part of the mission work that we do at St. James's for more than 30 years, and we were not about to let a pandemic interfere. From January to September, 200+ sandwiches were made by family units (in order to stay safe) and delivered on the 1st, 2nd, and 3rd Monday of each month along with casseroles to Loaves and Fishes in Hartford. In September we resumed making sandwiches as a community after Sunday services. This means that in 2021 the good people of St. James's made well over 7,200 sandwiches to be shared with our friends who rely on the Loaves and Fishes soup kitchen for reliable and healthy nutrition. Thank you to everyone who has helped and continues to help make this happen.



Senior Food Program: In cooperation with Connecticut Foodshare and the town of West Hartford Social services, 20 members of St. James's deliver 50 boxes of food each month to senior citizens in need.

Hot Meals: On the second and third Monday of each month, St. James's provides tuna, veggie and egg noodle casserole to Loaves & Fishes, Woodland Street, Hartford, and then penne, meatballs and pasta sauce casseroles plus bread, cookies, applesauce and coffee for South Park Inn, Main Street, Hartford. Several volunteers handle the preparation while others make the deliveries. A total of 2,600 hot lunches were served: 1,200 to the clients at Loaves and Fishes, and 1,400 to those at The South Park Inn.

St. James's Cares: Between August 31, 2020 and May 2021, we have made 1,178 meals for 4 totaling 4,712 individual meals which fed mostly children. These individual meals were delivered to The Hartford Catholic Worker for distribution to those they serve in the North End of Hartford.

The 22nd Annual School Supplies collection: 58 backpacks and 11 banana boxes of school supplies were donated for the children served by The Hartford Catholic Worker, The Place of Grace Food Pantry, and The Bridge Family Center.



Christmas Gifts for the Children of Parkville: In November, St. James’s partnered with Grace Episcopal Church, Hartford, to provide clothing and toys for children in the Parkville neighborhood of Hartford, the area just east of Home Depot. We were given the names of 13 families consisting of 43 children ranging in age from newborn to 17. Over 26 families/individuals at St. James’s contributed over 250 Christmas gifts to the children of Parkville. Your generosity has provided a much brighter Christmas for so many children and families this year.

Thank you for your support of St. James’s Outreach Mission programs.

†††

2021 OUTREACH MISSION EXPENDITURES

<u>Recipient</u>	<u>Donation(\$)</u>
Camp Washington Campership Fund (scholarships)	\$ 2,000
Camp Washington General Fund	\$ 1,000
Feeding Programs	\$ 6,000
Foodshare	\$ 450
Hartford Area Food Pantries	\$ 3,000*
Loaves and Fishes	\$ 400
My Sisters' Place	\$ 400
St. Vincent's Center, Haiti	\$ 2,650
South Park Inn	\$ 600
PACH (Partnership for Andean Community Health)	\$ 1,000
Youth Local Mission	\$ 500
Urgent Needs and Opportunities	\$ <u>2,000</u>
Total	\$ 20,000

* The \$3,000 was distributed among four Hartford Area Agencies that provide food for the poor: The Place of Grace Food Pantry, South Park Inn, Loaves and Fishes Ministries, and The Open Hearth.

Outreach Committee

Report from the Stewardship Committee

H OPE was the overall message of our campaign this year. I don't know about you, but Hope is what I have really needed and relied on. 2021 was not exactly what we all expected or what we needed – this is proving true in the annual stewardship campaign as well. Here is hoping we will finish strong! Let me start by thanking everyone who has pledged. We could not have gotten this far without you. Thank You. Now the tricky part. To date we have received 110 or approximately two thirds of our expected pledges for a total of just over \$500,000. That is a great start but leaves us approximately 50 pledges and \$95,000 short of what we received last year. This is a pretty large gap, and we need everyone who has not yet pledged to please pledge now. We cannot finish without you. No need to find your pledge card – I know I lost mine -- you can simply make a phone call or send an email to Bob (rchooper3@gmail.com) and he will record your pledge. (Thanks Bob!) Please do this today so that St. James’s has the resources to continue the important work we do within our community and with our neighbors. Thank you very much for your commitment to God’s mission and the St. James’s community.

Judith Stahl, *Chair*

Report from the Vegetable Garden Committee

ALTHOUGH we faced several new challenges with the ongoing Covid-19 Pandemic and a reduced contingent of faithful gardeners and weeders, we continued to provide the Hartford Catholic Worker with an abundance of fresh produce during our tenth consecutive year.

Judy Nellen and Louise Keesling were there to help with the preparation and planting, and Claire Burnett was able to help us keep up with the weeding and harvesting. The moderate weather pattern this year helped to keep the weeds from taking over.

We harvested bushels of ripe tomatoes, collard greens, pole beans, cucumbers, peppers, and snap peas to which was added a prolific donation of produce by Tom Archambault from his plot in the community garden near Wolcott school. The fresh produce was transported to 18 Clark Street by our returning volunteer drivers Ann and Borden Painter, and Bill and Nora Harris.

The Hartford Catholic Worker does not accept government funding. The all-volunteer staff relies solely on other volunteers and donations like ours to work with the children and families in the Clark Street neighborhood. They work to help secure housing for the homeless and food for the hungry. Our weekly deliveries to the HCW continue to be welcomed each year by those neighborhood families who do not have easy access to quality, fresh produce we provide. We are pleased to be able to support this wonderful mission.

Thank you again to everyone who made this wonderful ministry possible for another year!

Ann Painter and Chuck Russo, *Coordinators*

Report from the Women of St. James's

AFTER a year and a half of not meeting, The Women of St. James's (WOSJ) joyfully gathered for fellowship with 24 attending on Tuesday, October 19, 2021! We brought our own bag lunches with beverages and dessert provided. We enthusiastically decided to plan another bag lunch meeting on Tuesday, November 16 with 23 coming. On Tuesday, December 14 the WOSJ celebrated the holiday with a delicious potluck luncheon with 26 attendees!

The WOSJ will continue to meet in 2022 after reviewing at the end of January 2022 the protocols for Covid-19. We welcome all to journey with us as we grow onto God's future!

Rachael Desmond and Cindy Welch, *Co-Presidents*

2021 Annual Report from the Treasurer

THE 2021 budget for Church operations reflected knowledge gained in 2020 about the pandemic's effects on the lives and finances of parishioners as well as on the operations of the Church itself. However, the budget forecast for 2021 was subsequently affected in two major ways. Changes in both clerical and lay staff levels reduced expenses while the continuing faithful generosity of parishioners pushed total income above budgeted levels. As a result, the Church's financial position at year end exceeded the budget by a positive \$6,064 (0.7%).

Income and Expense Summary

The Church's operating income is comprised of regular contributions (pledges, seasonal offerings, and Sunday plate offerings), transfers from the Endowment Fund, use of the Church facilities by outside groups, contributions made to the Annual Appeal and for other designated purposes and from special fundraising events.

In 2021 pledge income exceeded the budget amount by \$1,593 (0.3%). Seasonal offerings (primarily Christmas and Easter) were \$1,157 more than expected and Sunday plate offerings were only \$570 less than budget. Despite restrictions on large group gatherings, use of the Church facilities by outside groups did produce income that was \$274 more than budgeted. Special contributions totaling \$52,843, most of which was in response to the Annual Appeal, exceeded the budget by \$5,672 (11.6%).

Special fundraising events were curtailed by the pandemic. Nevertheless, a drive-by Chili Cook-off, a revived Fall Fest and the traditional Christmas tree sale produced additional income that exceeded the budget amount by \$1,454 (29%). The amount drawn from the Endowment Fund was increased in 2021 by 26.4% to \$165,850.

The Church operating expenses for the year were significantly affected by staff changes that reduced Personnel expense \$27,482 (4.9%) below the budget amount. Administration expenses exceeded the budget by \$4,126 (11.7%). Outreach Funding of \$101,200 met the budgeted amount to the penny. Property expenses exceeded the budget by \$33,092 because of a special year end payment of \$37,000 that reduced the unpaid balance of the loan the Capital Campaign received from the Endowment Fund to \$107,000. Had this special payment not been made, property expenses would have been \$3,912 (3.4%) less than the amount budgeted for the year. All other expense categories were minimally over or under the respective budget amounts, the net amount being \$1,116 over budget. All expense categories were continually monitored throughout the year and reviewed with the Vestry at each meeting.

The Church has been notified by the Small Business Administration that the Paycheck Protection Loan of \$70,314.77 that it received in 2020 has been forgiven in entirety.

Diocesan Review

The audit of St. James's financial statements for 2020 required by the Diocese was completed and submitted to the Diocese.

Resources

Many people are involved in overseeing the Church's operating budget and managing its finances throughout the year. The Rector, Treasurer, Assistant Treasurer, Endowment Committee members and the Vestry all play a part in this effort. Heidi Cotter, the Church financial secretary, accurately and efficiently maintains the books and keeps the Church financial wheels running smoothly. Ron Ward, Mike Shuey, Tom Rouse, Claire Burnett, Alex Smith, Adam Fisher, and Sam Paul make a major contribution by counting and recording the monetary receipts weekly. A special "thank you" to these folks for their efforts supporting the financial side of St. James's mission.

Harry Meyer, *Treasurer*

Financials from the Treasurer

EXHIBIT A

St. James's Episcopal Church

ACCOUNTING FUND BALANCES (Unaudited)

January 2021 – December 2021

Fund	Beginning Balance	Direct Transactions	Income	Expense	Transfer	Ending Balance
01 - GENERAL FUND	8,627	0	636,300	663,098	27,862	9,691
02 - MAJOR MAINTENANCE FUND	3,192	0	0	953	18,000	20,239
03 - 1022 FARMINGTON FUND	13,412	0	37,660	0	(30,204)	20,868
04 - MEMORIAL FUND	6,202	0	16,142	5,838	0	16,506
05 - VEGETABLE GARDEN FUND	3,079	0	0	0	0	3,079
06 - CAPITAL CAMPAIGN	(183,580)	0	29,096	0	49,711	(104,774)
07 - REFUGEE MISSION	0	0	0	0	0	0
11 - MEMORIAL GARDEN FUND	6,177	0	1,550	148	0	7,580
12 - CHOIR DEVELOPMENT FUND	7,642	0	575	836	0	7,381
13 - OUTREACH FUND	27,814	0	27,008	87,618	94,689	61,893
15 - CLERGY DISCRETIONARY FD	933	0	7,980	8,797	0	116
16 - WOMEN OF ST. JAMES'S	6,635	0	0	0	0	6,635
19 - ORGAN FUND	0	0	0	0	0	0
21 - MEMOR. MAINTEN. ENDOW. FD	284,762	0	32,680	0	(3,930)	313,511
22 - CHOIR ENDOWMENT FUND	8,343	0	958	0	(115)	9,186
23 - FLOWER ENDOWMENT FUND	9,228	0	1,059	0	(127)	10,160
24 - GENERAL ENDOWMENT FUND	2,960,382	0	346,439	0	(155,885)	3,150,936
Totals	3,162,848	0	1,137,445	767,287	0	3,533,006

EXHIBIT B

St. James's Episcopal Church
2021 INCOME STATEMENT
GENERAL FUND ONLY

	2020	2021		
	ACTUAL	BUDGET	ACTUAL	VARIANCE
<u>INCOME</u>				
REGULAR CONTRIBUTIONS	\$562,703	\$561,500	\$563,681	\$2,181
INVESTMENT RETURN	131,716	166,350	165,965	(385)
FACILITIES INCOME	40,715	40,200	40,479	279
SPECIAL CONTRIBUTIONS	11,130	48,900	54,572	5,672
MISCELLANEOUS INCOME	5,664	5,000	7,659	2,659
TOTAL INCOME	\$751,929	\$821,950	\$832,355	\$10,405
<u>EXPENSES</u>				
ADMINISTRATION	37,442	35,300	39,426	4,126
CHRISTIAN EDUCATION	1,328	1,600	1,618	18
EVANGELISM	154	200	213	13
FLOWERS	892	700	2,512	1,812
MUSIC	11,877	9,600	8,460	(1,140)
OUTREACH	99,288	101,200	94,689	(6,511)
PARISH LIFE	795	1,600	1,056	(544)
PERSONNEL	506,581	560,600	533,118	(27,482)
PROPERTY	124,453	114,750	147,842	33,092
STEWARDSHIP	380	400	464	64
WORSHIP	678	800	1,435	635
MISCELLANEOUS	0	200	458	258
TOTAL EXPENSES	\$783,868	\$826,950	\$831,291	\$4,341
EXCESS: INCOME - EXPENSES	(\$31,938)	(\$5,000)	\$1,064	\$6,064

**St. James’s Episcopal Church
2021 INCOME STATEMENT
GENERAL FUND ONLY**

	2020	2021		VARIANCE
	ACTUAL	BUDGET	ACTUAL	
<u>INCOME</u>				
REGULAR CONTRIBUTIONS				
Current-Year Pledges	\$542,756	\$540,500	\$541,804	\$1,304
Prior-Year Pledges	3,534	4,000	4,289	289
Seasonal Offerings	4,391	5,000	6,157	1,157
Unspecified Offerings	12,022	12,000	11,430	(570)
Total Regular Contributions	562,703	561,500	563,681	2,181
INVESTMENT RETURN				
Endowment Transfer	131,200	165,850	165,851	1
Other Inv. Inc.	516	500	114	(386)
Total Investment Return	131,716	166,350	165,965	(385)
FACILITIES INCOME				
Transfer from 1022 Farmington Fund	30,204	30,200	30,204	4
Parish House (Ongoing)	8,290	8,000	6,975	(1,026)
Other Facilities Usage	2,221	2,000	3,300	1,300
Total Facilities Income	40,715	40,200	40,479	279
SPECIAL CONTRIBUTIONS				
Spec. Contrib.- Gen.Purp.	10,885	48,200	52,843	4,643
Spec. Contrib.- Flowers	245	200	1,729	1,529
Spec. Contrib.- Music	0	500	0	(500)
Total Special Contributions	11,130	48,900	54,572	5,672
MISCELLANEOUS INCOME				
Special Fundraising	5,664	5,000	6,454	1,454
Other	0	0	1,205	1,205
Total Miscellaneous Income	5,664	5,000	7,659	2,659
TOTAL INCOME	\$751,929	\$821,950	\$832,355	\$10,405

St. James's Episcopal Church
2021 INCOME STATEMENT
GENERAL FUND ONLY

	2020		2021	
	ACTUAL	BUDGET	ACTUAL	VARIANCE
<u>EXPENSES</u>				
ADMINISTRATION				
Telephones	\$6,299	\$6,300	\$9,053	\$2,753
Office Supplies	2,503	2,500	3,220	720
Office Equipment Maintenance.	70	0	0	0
Equipment Rental & Replacement	11,559	10,000	10,974	974
Printing & Paper	4,139	3,500	2,220	(1,280)
Postage	1,586	1,600	1,388	(212)
Auditing & Accounting	8,000	8,000	8,000	0
Membership & Subscriptions	536	600	238	(362)
Advertising	729	700	535	(165)
Rector's Expense Account	76	100	8	(92)
Other Administration Exp.	1,943	2,000	3,789	1,789
Total Administration	37,442	35,300	39,426	4,126
CHRISTIAN EDUCATION				
Church School Operations	674	500	712	212
Confirmation Class	27	200	0	(200)
Youth Programs	231	200	84	(116)
Lay Training	255	200	750	550
Speakers - ADG & Others	0	100	0	(100)
Other	141	400	72	(328)
Total Christian Education	1,328	1,600	1,618	18
EVANGELISM				
Other	154	200	213	13
Total Evangelism	154	200	213	13
FLOWERS	892	700	2,512	1,812
MUSIC				
Music/Supplies/Musicians	507	1,000	944	(56)
Instrument Maintenance	300	500	1,178	678
Choir Pay	9,933	8,000	5,107	(2,893)
Other Music Expense	1,137	100	1,231	1,131
Total Music	11,877	9,600	8,460	(1,140)

GEN. FD. OUTREACH FUNDING				
Diocesan Pledge Funding	79,284	81,200	74,685	(6,515)
General Outreach Funding	20,004	20,000	20,004	4
Total Outreach Funding	99,288	101,200	94,689	(6,511)

St. James's Episcopal Church
2021 INCOME STATEMENT
GENERAL FUND ONLY

<u>EXPENSES</u>	2020	2021		VARIANCE
	ACTUAL	BUDGET	ACTUAL	
PARISH LIFE				
Hospitality	\$776	\$1,000	\$625	(\$375)
Parish Social Events	0	300	0	(300)
Rector Ministry	3	0	0	0
Other Parish Life Expense	16	300	431	131
Total Parish Life	795	1,600	1,056	(544)
PERSONNEL				
Clergy Salary & Housing	169,093	194,500	190,392	(4,108)
Social Security Allowance	16,877	19,700	17,191	(2,509)
Clergy Continuing Educ.	1,037	3,500	1,780	(1,720)
Clergy Pension Plan	29,632	38,600	39,990	1,390
Clergy Life & Health Ins.	36,203	43,500	40,250	(3,250)
Supply Clergy	200	200	(150)	(350)
Lay Staff Salaries	177,656	182,100	164,146	(17,954)
Employer FICA - Laity	14,028	14,600	14,187	(413)
Lay Pension Plan	12,812	12,200	10,455	(1,745)
Lay Life & Health Insur.	41,646	43,500	40,210	(3,290)
Temps/Substitu. Lay Staff	100	200	2,715	2,515
Other	7,298	8,000	11,952	3,952
Total Personnel	506,581	560,600	533,118	(27,482)
PROPERTY				
Electricity	8,712	9,000	3,340	(5,660)
Gas	18,033	18,500	16,181	(2,319)
Water	4,007	3,500	2,297	(1,203)
Gen. Maintenance & Repair	21,919	10,375	20,565	10,190
Maintenance Supplies	1,910	1,800	1,800	(0)
Custodial Services	0	100	0	(100)
Property & Liability Insur	26,556	30,500	27,423	(3,077)
Lawn Care & Grounds	4,090	2,375	1,322	(1,053)
Snow Removal	422	2,000	876	(1,124)
Transfer To Major Maintenance Fund	20,004	18,000	18,000	0
Transfer To Capital Campaign	18,504	18,500	55,504	37,004
Other Property Expense	297	100	535	435
Total Property	124,453	114,750	147,842	33,092
Total Stewardship	380	400	464	64

WORSHIP

Church Worship & Altar Supplies	34	200	597	397
Other Worship Expenses	644	600	838	238
Total Worship	678	800	1,435	635
Total Miscellaneous Expenses	0	200	458	258

TOTAL EXPENSES	\$783,868	\$826,950	\$831,291	\$4,341
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EXCESS INCOME/EXPENSES	(\$31,938)	(\$5,000)	\$1,064	\$6,064
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St. James's

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